

# P&A Senate Operating Manual

*Adopted February 7, 2014*

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## **I. P&A SENATE MEMBERS**

### **A. Responsibilities of P&A Senators**

In order to ensure that the governance system operates effectively to represent P&A concerns and perspectives, individuals serving as P&A Senators should:

1. Attend all P&A Senate meetings or arrange for an alternate to attend.
2. Review docket materials before P&A Senate meetings and be prepared to discuss and vote on issues presented.
3. Share draft policies and policy amendments with colleagues for discussion before P&A Senate action.
4. Distribute to colleagues in their college information on significant matters before the P&A Senate and solicit P&A views on such issues.
5. Bring to the P&A Senate, or one of its committees/subcommittees, issues of concern to their colleagues.
6. Communicate regularly with governance bodies in their academic units.
7. Serve on one of the P&A Senate Subcommittees.
8. Remember that, while they are elected as delegates from the P&A Senate, “[e]ach member of the University Senate shall represent the University as a whole.”

### **B. P&A Senate Members and Alternate members in Restructured Units**

1. P&A Senate members and alternate members in units that merge:
  - a. If any P&A Senate constituent unit merges with another University unit, the current P&A Senate members from the constituent units shall serve out their terms. Within three years of the merger, the number of P&A Senate members from that unit will return to one through attrition, unless the new unit wishes to have more than one permanent P&A Senate representative seat. In that event, the unit must petition the PACC for additional seats following the process outlined in the Bylaws. The same process shall be followed for P&A Senate alternate members in units that merge.
2. P&A Senate members and alternate members in units that split:
  - a. If any P&A Senate constituent unit splits, the current P&A Senate members and alternate members from the constituent units shall serve out their terms. If the original unit had multiple P&A Senate members/alternate members, the units will select a method for redistributing the current representatives and alternates.
  - b. If any new unit(s) has no representative or no alternate, an open election must be held within three months of the restructuring date.

### **C. Vacancies and Leaves**

1. P&A Senate representative seats that are permanently vacated between annual elections shall be filled for the remainder of that year by appointment, interim election, succession by an alternate representative or other mechanism determined by the relevant voting unit for the remainder of the term. At the end of the vacated term, an election will be held for a representative to serve a full term of three years, beginning July 1 after the election.
2. P&A Senate members who will be on leave or absent from the University shall arrange with their unit to have an alternate replace them at each meeting for which they will be absent.
3. If a P&A Senate representative becomes P&A Senate Chair during their elected term as a representative, they shall have an alternate replace them at each meeting for which they will serve as Chair. If the Chair has time remaining in his/her term after the Chair term ends, he/she is entitled to return to the unit representative seat and finish out the remaining term.

### **II: P&A SENATE EMAIL LISTS USAGE**

The P&A Senate e-mail lists are for P&A Senate business use only. It is accessible by any P&A Senate member, alternate, or senator. The list is to be used to communicate with the P&A Senate membership about P&A Senate issues, announcements relevant to P&As, or questions that P&A Senate members may want to ask of other P&A Senate members.

### **III: CHANGES TO THE OPERATING MANUAL**

Changes in P&A Senate Operating Manual may be proposed to the PACC by any P&A Senate member for action by the P&A Senate and require a majority vote of the P&A Senate.

## **IV: SUBCOMMITTEE CHARGES**

### **A. BENEFITS AND COMPENSATION SUBCOMMITTEE**

The Benefits and Compensation Subcommittee considers issues and advocates to improve policies related to the benefits and compensation of P&A.

#### **Membership**

The Benefits and Compensation Subcommittee shall be composed of at least 5 P&A members, including P&A Senate members, P&A Senate alternate members, and P&A at large.

#### **Duties and Responsibilities**

- a. To be informed about benefits and compensation issues for P&A and make recommendations to the P&A Consultative Committee.
- b. To advocate to maintain or achieve levels of salary and benefits that are competitive with comparable markets.
- c. To review and affirm health benefits principles.
- d. To recommend P&A for University committees related to benefits and compensation.
- e. To serve as liaison between those P&A committee members on benefits and compensation committees and the P&A Senate.
- f. To generate and prioritize a list of annual goals and submit an annual report.
- g. To recommend to the P&A Consultative Committee such actions or policies as it deems appropriate.

## **B. COMMUNICATIONS SUBCOMMITTEE**

The Communications Subcommittee enhances the image of P&A by publicizing the work of the P&A Senate and the achievements of P&A to all stakeholders.

### **Membership**

The Communications Subcommittee shall be composed of at least 5 P&A members, including P&A Senate members, P&A Senate alternate members, and P&A at large.

### **Duties and Responsibilities**

- a. To provide direction for P&A Senate communication activities.
- b. To work with P&A Consultative Committee to represent P&A and the P&A Senate to the media on and off-campus.
- c. To promote P&A and the P&A Senate by facilitating and disseminating newsworthy issues and special events.
- d. To build a strategic identity for the P&A Senate and P&A.
- e. To conduct a bi-annual audit for P&A Senate communication tools.
- f. To generate and prioritize a list of annual goals and submit an annual report.
- g. To recommend to the P&A Consultative Committee such actions or policies as it deems appropriate.
- h. To update the New Employee Orientation (NEO) PowerPoint presentation.
- i. To coordinate with the outreach committee on communications with P&A serving on non-P&A Senate University committees.

## **C. OUTREACH SUBCOMMITTEE**

The Outreach Subcommittee promotes representation of P&A personnel within University governance and assists P&A Senate members and alternate members with governance activities within the P&A Senate.

### **Membership**

The Outreach Subcommittee shall be composed of at least 5 P&A members, including P&A Senate members, P&A Senate alternate members, and P&A at large.

### **Duties and Responsibilities**

- a. To provide oversight and advise unit level elections of P&A Senate members.
- b. To promote and support development of unit level P&A groups.
- c. To serve as nomination subcommittee for annual election of P&A Senate officers and University Senators representing the P&A Senate.
- d. To promote and build P&A representation within University governance, with focus on un-represented and under-represented units.
- e. To promote and facilitate communication with P&As serving on other University of Minnesota committees regarding issue of importance to the P&A Senate and P&A staff.
- f. To generate and prioritize a list of annual goals and submit an annual written report to the P&A Consultative Committee.
- g. To recommend to the P&A Consultative Committee such actions or policies as it deems appropriate.
- h. To periodically review the P&A Senate Constitution, Bylaws, Rules, Operating Manual, and Welcome Packet and propose changes as needed.

## **D. PROFESSIONAL DEVELOPMENT AND RECOGNITION SUBCOMMITTEE**

The Professional Development and Recognition Subcommittee encourages P&A to participate in professional development opportunities and recognizes the contributions of P&A and units that demonstrate exemplary practices with regard to P&A.

### **Membership**

The Professional Development and Recognition Subcommittee shall be composed of at least 5 P&A members, including P&A Senate members, P&A Senate alternate members, and P&A at large.

### **Duties and Responsibilities**

- a. To promote and encourage professional development opportunities for P&A campus-wide.
- b. To recognize the contributions of units that demonstrate exemplary support of P&A through the Outstanding Unit Award.
- c. To recognize contributions of P&A through award nominations and campus-wide announcements.
- d. To promote sharing of best practices regarding P&A professional development.
- e. To advocate for P&A inclusion in existing University award programs and development of new award programs specifically for P&A.
- f. To generate and prioritize a list of annual goals and submit an annual report.
- g. To recommend to the P&A Consultative Committee such actions or policies as it deems appropriate.

## APPENDIX I INSTRUCTIONS FOR CONTACTING CONSTITUENTS

**Either contact Becky Hippert ([hippe003@umn.edu](mailto:hippe003@umn.edu)) or follow these instructions to generate a list of your constituents (as of December, 2010)<sup>1</sup>**

1. Go to: <http://www.umreports.umn.edu>
2. Click on the “User Login” button
3. Enter your staff X.500 (e-mail) ID and password
4. Click on “Search Reports” (left column)
5. In the “Filter by” section, select Category: HR & Payroll, SubCategory: HR Reports
6. Select the “University Contact Information” report (near bottom).<sup>2</sup>
7. The first value you need to select is in the “Area Class or Resource Responsibility Center (RRC) – this is the college, administrative unit or collection of units you represent for P&A Senate purposes. For most of you, this selection will be straightforward, but please see the next page for specifics on which unit(s) you should select. To select more than one unit, hold down the CTRL key while clicking on your selections.
8. Press the Submit button.
9. The next section will ask which “Departments” within your college or unit you want to include. You must click on the ones you want. To pick more than one unit, hold down the CTRL key and click the units you want. You usually want ALL departments, so hold down the SHIFT key while clicking on the first department listed and then the last department listed; all the departments should now be highlighted.
10. Press the Submit button.
11. The next section is where you select the employee groups to include in the report. Choose the “Acad Prof and Admin” group.  
  
(NB. Extension Service, CFANS, and UMD must also select the “UMN Extension Service/Fed” group. This class contains many P&As. Use CNTRL key to add this 2<sup>nd</sup> group.)
12. Press the Submit button.
13. Your report should appear on the screen. If you would like to be able to save the report to your computer for future use, click on the “Excel” icon in the top-right corner of the page.
14. A link should appear reading “Click here to get the Excel file”. Click on that link to save the file to your computer.
15. You can email your constituents by copying out their email addresses from the Excel file and pasting them into the address field of your message. It is best to send as a Blind Copy (Bcc), so your message is not dominated by addresses. (MS Outlook and Thunderbird can accept the pasted Excel email addresses, Netscape Mail cannot.)

The data contained in this report is up-to-date as of 2 days prior to the date you create the report. You may generate a new report any time you think there may be changes in the P&As in your unit.

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<sup>1</sup> Note: This process will generate a list of all P&As, including tenure-track faculty serving in an administrative position; e.g., associate dean. You represent such Academic Administrative Staff (job classes 93xx and 9630-9649) and they should be on your contact list. They can vote, but they cannot serve as a P&A Senate representative, alternate, or University Senate

<sup>2</sup> Another option at this point is to choose “Personnel Basic Information,” roughly in the middle of the reports. This report will allow you to see the *job class (code)* and *percent appointment* of your P&A constituents. Access this by clicking “Select and Area Class” and selecting departments and employee types as outlined in this document.



## APPENDIX II - COUNT OF P&As BY UNIT

As of April 2014

P&A Senate Unit with P/A counts		“Area Class or Resource Responsibility Center (RRC)”
Academic Affairs	265	<ul style="list-style-type: none"> <li>Academic Affairs, Sr. VP (69)</li> <li>Graduate School (14)</li> <li>Undergraduate Education (182)</li> </ul>
Academic Health Center	223	<ul style="list-style-type: none"> <li>Academic Health Center-Shared (169)</li> <li>Health Sciences (86)</li> </ul>
Athletics	167	<ul style="list-style-type: none"> <li>Athletics</li> </ul>
Biological Sciences	89	<ul style="list-style-type: none"> <li>Biological Sciences, College of</li> </ul>
Continuing Education	71	<ul style="list-style-type: none"> <li>Continuing Education, College of</li> </ul>
Dentistry	47	<ul style="list-style-type: none"> <li>Dentistry, School of</li> </ul>
Design	54	<ul style="list-style-type: none"> <li>Design, College of</li> </ul>
Education and Human Development	330	<ul style="list-style-type: none"> <li>Education &amp; Human Development, College of</li> </ul>
Equity and Diversity	70	<ul style="list-style-type: none"> <li>Equity and Diversity, Office of</li> </ul>
Food, Agricultural, and Nat. Resource Sciences	269	<ul style="list-style-type: none"> <li>Agricultural Experiment Station (3)</li> <li>Food, Agric, and Nat Res Sci, College of (268)</li> </ul>
Global Programs and Strategy Alliance	77	<ul style="list-style-type: none"> <li>Global Programs and Strategy Alliance, Office of</li> </ul>
Human Resources	62	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>
Information Technology	132	<ul style="list-style-type: none"> <li>Information Technology, Office of</li> </ul>
Law School	61	<ul style="list-style-type: none"> <li>Law School</li> </ul>
Liberal Arts	371	<ul style="list-style-type: none"> <li>Liberal Arts, College of</li> </ul>
Libraries	123	<ul style="list-style-type: none"> <li>Libraries, University</li> </ul>
Management	139	<ul style="list-style-type: none"> <li>Mgmt, Curtis L Carlson School of</li> </ul>
Medical School	374	<ul style="list-style-type: none"> <li>Medical School – Duluth Campus (15)</li> <li>Medical School – Twin Cities Campus (359)</li> </ul>
Nursing	33	<ul style="list-style-type: none"> <li>Nursing, School of</li> </ul>
Other System-wide Offices	87	<ul style="list-style-type: none"> <li>University Finance (39)</li> <li>Controller's Office (38)</li> <li>Enterprise System Upgrade Program (10)</li> </ul>
Pharmacy	80	<ul style="list-style-type: none"> <li>Pharmacy, College of</li> </ul>
President	209	<ul style="list-style-type: none"> <li>Audits (1)</li> <li>President, Office of the (21)</li> <li>General Counsel (24)</li> <li>Regents, Board of (3)</li> <li>University Relations, Office of (160)</li> </ul>
Public Affairs	52	<ul style="list-style-type: none"> <li>Humphrey School of Public Affairs</li> </ul>
Public Health	158	<ul style="list-style-type: none"> <li>Public Health, School of</li> </ul>
Research	190	<ul style="list-style-type: none"> <li>Research</li> </ul>
Science and Engineering	334	<ul style="list-style-type: none"> <li>Science and Engineering, College of</li> </ul>
Student Affairs	164	<ul style="list-style-type: none"> <li>Boynton Health Service (61)</li> <li>Student Affairs, Office of (103)</li> </ul>
University of Minnesota Extension	264	<ul style="list-style-type: none"> <li>U of MN Extension</li> </ul>
University Services	163	<ul style="list-style-type: none"> <li>Auxiliary Services (67)</li> <li>Capital Planning/Project Mgmt (17)</li> <li>Facilities Management (31)</li> <li>Public Safety (5)</li> <li>University Health and Safety (17)</li> <li>University Services, VP (26)</li> </ul>
Veterinary Medicine	105	<ul style="list-style-type: none"> <li>Veterinary Medicine, College of</li> </ul>
University of Minnesota, Crookston	93	<ul style="list-style-type: none"> <li>All units beginning with UMC [5]</li> </ul>
University of Minnesota, Duluth	236	<ul style="list-style-type: none"> <li>All units beginning with UMD [17]</li> </ul>
University of Minnesota, Morris	125	<ul style="list-style-type: none"> <li>All units beginning with UMM [8]</li> </ul>
University of Minnesota, Rochester	56	<ul style="list-style-type: none"> <li>All Units beginning with UMR [1]</li> </ul>

### Instructions for Updating (Methodology):

These counts are extracted from UMReports using *Basic Personnel Information* – about half-way down the HR Reports page. Use the parameters listed below. This tool is used, rather than *University Contact Information* because it does a count of unique employee IDs and does not count people multiple times.

Parameter	Included	Excluded
Pay Group	PAY – Paid Employees	WOS – Without Salary
Status Flag	Current Rows	Future Rows
Employee Class	Acad Prof and Admin UMN Extension Service/Fed	CivSvc/Barg Unit CivSvc V Class Faculty Grad/Prof Student Position Medical Resident Not Benefits Eligible Student Insurance Eligible
Employee Status	Active Leave with Pay	Leave of Absence Retired Suspended Terminated Short Work Break
Employee Type	Salaried	Hourly Exception Hourly

Please note. The **UMN Extension Service/Fed** employee class has not been available to new employees since c2004 as it has some unique retirement benefits. The Extension/Fed class is problematic because it was given to both faculty and P&A job classes. Only three P&A Senate units still have P&A employees in this class:

- College of Food, Agriculture and Natural Resources (14)
- University of Minnesota Extension (86)
- University of Minnesota, Duluth (2)

The Office of Human Resources has written a special program to extract just P&A from the Data Warehouse. The CFANS representative has decided to extract the P&A manually, for the sake of convenience. The Extension/Fed list of employees is very stable, mostly shrinking as people retire; rarely, someone will transfer to the U from another employer carrying that appointment. Because of this stability, this list only needs to be checked once a semester. To extract P&A employees from the Extension/Fed list:

- 1) Create an Excel file from *Basic Personnel Information* using the parameters given above, but only for Extension/Fed Employee Class.
- 2) Sort the Excel file on job code.
- 3) Delete all faculty by removing those rows with job codes 9401-9403 (professor, associate professor, and assistant professor). Those faculty who also have a P&A job code will survive because that 2<sup>nd</sup> appointment has a separate row and job code. P&A employees have job codes 93xx, 9601-9649, and 97xx.

## APPENDIX III: GUIDE TO CONDUCTING UNIT ELECTIONS

### P&A Senate Members and Alternate Elections

#### Suggested Process

1. Elections should be held in the time period between April 1 and June 15. P&A's in the unit with 9 month appointments should be invited to participate by e-mail or other remote process.
2. Identify an individual or team to coordinate the election process – someone who does not intend to run in the election.
3. Determine a set of candidates through a nomination process, including self-nominations or nominations by others
  - a) To run, a candidate must be a P&A in the unit who is NOT any of the following:
    - 1) a tenure-track faculty member;
    - 2) appointed for less than 50% time for 9 months;
    - 3) an academic department Chair or Head;
    - 4) a collegiate Dean, Associate Dean or Assistant Dean appointed for more than 25% time.
  - b) Send a letter to initiate nominations (see sample). This letter introduces P&A Senate, describing the role of the representative and asks interested individuals to contact the person organizing the elections, or another specific contact person, by a certain date.
  - c) Verify the interest of the nominated individuals and ask them to submit a paragraph describing themselves and something about why they are interested in representing their academic or administrative unit on the P&A Senate.
4. Send out a ballot (Simply Voting is a system-wide software) to **all** P&A staff in the unit, as determined by the Instructions for Contacting Constituents (Appendix I), containing the candidates' names and descriptions. Do this even if the number of candidates equals the number of positions to be filled, and include a line for write-in votes. Ask people to submit their votes by a specific date to the official contact person.
5. Count the votes to determine who won the election, and who came in second. If you are also electing a P&A Senate alternate, who can fill in for the P&A Senate member when needed, it is most common, and saves time, to declare the top vote-getter the representative, and the person with the second-highest total, the alternate. In case of a tie, the person conducting the election should choose the P&A Senate member by lot.
6. Send the results, including the names and e-mail addresses of the representative and alternate to the P&A Senate staff person Becky Hippert [hippe003@umn.edu](mailto:hippe003@umn.edu). Also send a follow-up letter to all unit P&A members, thanking everyone for running and congratulating the new representative (and new alternate, if one is elected).

### **An Example from One Unit –**

The selection process varies among units at the University but here is one example:

In March, outgoing senators and alternates who did not plan to run again met and decided on the procedure. One member sent out an email message to P&A members asking for nominations for the P&A Senate member position using the template provided. Later, another member created the on-line ballot with the nominees' names and space for write-.

Even if there is only one candidate, an election should be held. It makes the process more credible. It also makes the candidate, as well as the P&A Senate, more visible to constituents so they are more likely to contact the person concerns and ideas in the future. The act of voting also ensures that P&A members are, hopefully, more invested in the organization representing them.

At the end of the voting period, a member emailed the unit to inform every one of the results of the vote.

## Sample Letter to Initiate Nominations for Election Process –

Dear [unit name] P&A Members:

I am writing to inform you of an opportunity to serve on the P&A Senate, a University-wide governance body representing Professional and Academic (P&A) staff. The P&A Senate advises and consults with the President of the University and central administration on the development and implementation of policies and procedures having an impact on the more than 5,400 P&A employees at the University.

For the past [number] years, [name] and [name] filled these roles as senator and alternate. As their terms expire, it is now time to hold another election to fill these seats for three year terms.

With nearly 50 elected P&A members and alternate members from all University units, the P&A Senate is a powerful partner in promoting the University's mission of teaching, research and service, and a strong voice for issues of concern to its P&A constituents. You may review some of the P&A Senate's accomplishments on the [P&A Senate website](#).

The P&A Senate members and alternate members are elected for a three-year term and commit to 1) attending monthly P&A Senate meetings October-May, with an Orientation meeting scheduled for [date and time]; and 2) serving on one of four P&A Senate subcommittees by attending its monthly meetings and doing committee work as assigned.

The P&A Senate is an important and active governance group whose recent accomplishments make it an exciting opportunity for someone interested in representing [unit] at the University level. To be eligible to run, you must be a P&A employee in [unit] with an appointment of at least 50% time. A P&A employee could not also hold a faculty position (tenured or tenure-track) or a collegiate dean appointment (including assistant or associate dean) for more than 25% time.

If you are interested in nominating yourself, or know somebody you believe might be interested, please complete the attached form and send it to [email address] by [date]. Ballots will be distributed for an election among P&A members in our unit a few days later. **All** P&As in your unit with an appointment of 50% or greater can vote in the election.

Thank you for your interest in this important position in University governance. Please don't hesitate to call or e-mail me with questions.

Sincerely,

[Contact person, including phone # and e-mail – someone who is not intending to run as a candidate]

## Sample Ballot 1

**Electronic Ballot - 2013 CFANS P&A Senate Election**

**Vote for 1 P&A staff to represent CFANS on the P&A Senate**

The recipient of the most votes will be the P&A Senator. The runner-up will be the P&A Senate Alternate.

You may select **one** of the following options.

Click on the **view details** link next to each option to view its photo and/or supporting statement.

To write-in your vote, select **Write-in** and then type out your choice.

☐ Linda Eells [\[view details\]](#)

☐ Alexander Kahler [\[view details\]](#)

☐ Steve Roos [\[view details\]](#)

☐ Kristine Igo [\[view details\]](#)

☐ Write-in:

☐ Abstain

Submit Ballot

Continue

Cancel

## Sample Ballot 2

### Electronic Ballot - 2013 Academic Affairs P&A Senate Election

Following a solicitation to all P&A in the college, one application was received for the senator position and one application was received for the alternate position. These individuals will be elected for a three-year term (2013-16) to represent Academic Affairs in the P&A Senate along with continuing senator Mary Jetter and continuing alternate Jane O'Brien.

#### Senator

Following is the one applicant for the senator seat.

You may select **one** of the following options.

Click on the **view details** link next to each option to view its photo and/or supporting statement.

To write-in your vote, select **Write-in** and then type out your choice.

☐ Matthew Walters [\[view details\]](#)

☐ Write-in:

☐ Abstain

#### Alternate

Following is the one applicant for the alternate seat.

You may select **one** of the following options.

Click on the **view details** link next to each option to view its photo and/or supporting statement.

To write-in your vote, select **Write-in** and then type out your choice.

☐ Sandra Ecklein [\[view details\]](#)

☐ Write-in:

☐ Abstain

Submit Ballot